

1997

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
January 14, 1997

The meeting was called to order at 4:00 p.m. by Mr. Berryman, Chairman. New Board members Judith DeJoy and Mike Cheatham were welcomed and introduced. Present were Mrs. Davis-Barnett, Mr. Eberhard, Mr. Heyl, Mrs. Johnson, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Pollock, Mr. Ruffin, and Mr. Tritt. Excused were Mrs. Bowen, Mr. Dendy, and Mrs. Stroud. Mrs. Ames and Mrs. Walker were also present. Mrs. Blake recorded the minutes.

The October 8, 1996 minutes were unanimously approved as mailed upon a motion by Mrs. Nourse and a second from Mr. Pollock.

Mr. Tritt presented the financial report for information only. We are on target in revenue income and pretty well within budget on the expenditure side. Some staff development costs will be billed back to the region.

In the public comment part of the agenda, Linda Ellman asked the board to buy more books on the Christian faith. She presented a suggested bibliography.

The agenda was unanimously adopted upon a motion by Mr. Ruffin and a second from Mr. Tritt.

Kathryn Ames introduced the Resource Team Coordinators, Judy Atwood, Clare Auwarter and Gail Firestone who explained their duties and responsibilities since the recent reorganization.

Committee Reports

Mrs. Davis-Barnett reported for the Finance Committee that they had met, planned and presented the FY98 budget proposal to the Mayor and Manager. They hope to get some feedback soon and will have one more chance to present the library's case to the full commission. The summary of the Financial Plan which was developed as part of this presentation is attached. Basically the Library was told that it had to do more to help itself rather than asking for more money from the Athens-Clarke County Government.

Mr. Eberhard reporting for the PR Committee said that the Library's Homepage should be up by the end of January and that the annual report would also be ready soon. He also mentioned the possible need for a reliable Market Study of who we serve and in what ways and who we're not serving and why.

Mr. Pollock reported that the county is continuing to work with the library taking care of items the Building and Grounds Committee noted at its annual inspection particularly in repainting the first floor bathroom stalls recently.

Mrs. Ames referred board members to the Endowment report attached, and mentioned they are expanding the mailing list, and are looking to find a new different fund raising activity. The target goal for this year is \$70,000.

Mrs. Nourse reported for the Friends that the Cafe au Libris fund raiser was a success. The annual book sale is coming up the last week in February and will be held the same place as last year- the old Babcock Furniture building on Atlanta Highway.

According to Mrs. Lockamy, the Winterville Library did get a \$10,000 grant from DFACS which will help in getting a computer, printer and books to help with children's homework.

Director's Report

Mrs. Ames referred the board to her written report but mentioned these additional items: 1) how dealing with branch libraries has changed with the library reorganization 2) especially encouraged members to attend Library Legislative Day on February 18. The Library will pay the registration and provide transportation. This year it is particularly important to talk to legislators about a) a bill restricting children's access and b) the materials grant cut in the budget. Please let Pam know by January 30 if you can attend. 3) asked for participation in the Focus group discussion on the future of public libraries on February 5 and 4) mentioned the volunteer time breakdown sheet attached.

Unfinished Business

Julie Walker reported that the Clarke Middle School demonstration project with PeachNet will be up and they will have full Internet access probably within the week. The SPLOST parks project will benefit the library in that it requires drainage and erosion problems be fixed first. Our parking lot flooding problem may finally get resolved. Alps Afterschool, a 10 week workshop for 10 children begins this week for children age 7-8, first in Internet training, then in a poetry workshop.

Mrs. Ames reported that the fine free week, Food for Fines, had gone well and several boxes of non-perishable food were taken to area food banks.

New Business

Mr. Berryman announced the committee assignments for library board members. Committees meet on an as needed basis.

Mrs. Ames announced several new grants; \$13,500 Assistive Technology Grant which will bring new equipment to each branch library; a Georgia Humanities Council grant for a series of book discussions on religion in Georgia, and a Grassroots Arts grant. The Library tries to increase its grant funding by 5% each year.

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Mr. Berryman referred to the Personnel Committee the task of reviewing the Personnel policy to be sure language is still appropriate in light of staff reorganization.

Other Business

Mr. Cheatham and Ms. DeJoy gave as information their job titles to be included on the list of addresses for board members.

Mrs. Ames addressed the comments Ms. Ellman made earlier in the meeting saying that she has been meeting with Judy Atwood since before Christmas identifying titles for purchase. Board members asked that she be made aware of the new GHC grant on religion.

There had been some question about whether the library needed to have a disclaimer put on advertisements for programs being held at the library but which were not library sponsored. Board members asked if staff would check with other public libraries to see how this issue is handled elsewhere.

There being no further business the meeting was adjourned at 5:15.



Kathryn S. Ames, Secretary

**Minutes
Athens Regional Library Board
January 16, 1997**

The January meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:32. Attending from Athens-Clarke County were Mr. Pollock and Mr. Tritt; from Franklin County were Mrs. Sorrow and Mr. Veal; from Madison County were Mrs. Delk, Mr. Ginn and Mrs. Sweeny; from Oconee County were Mrs. Purvis, Mrs. Stancil and Mr. Wyllie; and from Oglethorpe County were Mrs. Cabaniss and Mrs. Clark. Absent were Mr. Downs and Mr. Ruffin. Mrs. Ames, Mrs. Walker and Katherine Gregory from the library staff were also present. Mrs. Blake recorded the minutes.

The minutes of the October 17, 1996 meeting were unanimously approved as mailed upon a motion by Mr. Ginn and a second by Mrs. Clark.

Mr. Tritt gave the Financial Report. There are some revenue concerns because we have not received any funds from Franklin County, the Madison County Board of Education and the City of Winterville. On the expenditure side we are over budget in processing and supplies and at 180% of budget in bookmobile operating expenses. In the construction budgets of Madison and Oglethorpe there are very few funds left; Oconee and Bogart are just getting started so there has been little spent in those funds.

There was no public comment.

The agenda was unanimously adopted upon a motion by Mrs. Clark and a second by Mr. Wyllie.

Mrs. Ames explained how the recent reorganization of staff has impacted the county branch libraries. Staff members assigned as consultants are Janet Wright-Franklin County libraries; Tim Strawn-Oglethorpe County Library; Laura Carter-Winterville Library; and MaryAnne Driver-Madison County Library and until construction is complete the Oconee County Libraries as well. Mrs. Ames then introduced Katherine Gregory, Systems Administrator, who explained her duties and responsibilities.

Because the video tape had a defect, that portion of the agenda was skipped.

Regional Reports

Oconee County: Mrs. Stancil reported that their Friends of the Library annual meeting, with the theme "Books Under Construction," had good attendance. Mrs. Purvis reported that the library in Watkinsville is totally gutted and looks like "Little Bosnia." There are two reappointments to the board, Mrs. Stancil and Mrs. Wyatt. There is no one representing the City of Bogart at this time. The board re-elected the same slate of officers again

for the 1997-98 term. Mrs. Purvis also reported that Billie Brown has announced her retirement as of January 1, 1997 and the board will be hiring a new manager for that branch. Mr. Wyllie, reporting for the Building Committee, said he had visited both sites that day and the floor should be poured soon in both places. There have been some delays because of rain. The target date for opening remains the same, May 1 for the Bogart branch and June 1 for the Oconee County Library.

Oglethorpe County: Mrs. Clark reported that several new members have been added to their local board and they had just held a reception for 4 retiring board members which was well attended. The new sign is due to go in soon and a committee was formed to spend the last of the construction money. The board is looking at ways to balance amount of funding received from the County Commission and the Board of Education so that both agree to similar amounts. They are looking forward to having PeachNet in the library.

Franklin County: Mr. Veal responded to the funding problems outlined in the Financial Report in Franklin County. He wanted to know what his duties are as a trustee in this regard. He said he would raise questions at the county meeting about sending representatives to the various funding agencies to ask for funds. Some discussion followed about ways to solve the Franklin County problem. Mr. Berryman suggested holding a called or regional meeting in Franklin County and inviting all of the funding agencies to be present.

Madison County: Mr. Ginn reported that the Madison County Board officers for 1997-98 were himself as Chairman, Linda Harrover, Vice-Chairman and Kenneth Beck, Secretary. New members of the local board came here for an orientation session in the fall which was very helpful. Mr. Ginn mentioned a light fixture problem which had not been resolved because neither the contractor, vendor or architect seemed to want to take responsibility. The architect was invited to the board's last meeting and he has promised new lights to resolve the problems in both the older part of the building and the addition. Persistence pays off.

Athens-Clarke County: Mrs. Ames reported there were two new board members appointed to that board. The main issue at its recent quarterly meeting is the on-going budget process with the Athens-Clarke County Government. The board would like to bring library salaries into comparable ranges with the rest of county employees. The Athens-Clarke County Endowment Fund, Inc. has set a goal of \$70,000. The Athens-Clarke County Library staff has been reorganized into teams which will hopefully make us more efficient and provide some needed cross-training.

Director's Report

Mrs. Ames invited board members to read her report but did elaborate on how the reorganization should help the branches as well. She said the Governor had proposed today to put PeachNet into every county. There has been a 5% reduction in the funds allocated in the State Materials Grant. At the April meetings the board will need to discuss funding once the state budget is known.

Unfinished Business

Julie Walker explained the defaults in the Dynix system which does not allow for video fines to be reduced from \$3/day to \$1/day, as the board had voted at its previous meeting, without there being a corresponding reduction on children's cards to \$.50/day. Since that was not the board's intent, the fines issue is back on the agenda again. The staff recommends that all library cards charge the same fines rather than have fines on children's cards be less. The recommendation is \$.10/day/item for books; \$.25/day/item for best-sellers; and \$1.00/day/video. Mr. Ginn moved to adopt the recommended schedule, Mr. Pollock seconded and the motion was unanimously approved.

The Assistive Technology Grant of \$13,500 has been awarded and we should be seeing some of the new equipment in the branches soon. We will have press releases and pr in local media about the reader/scanner which will circulate among the branches and other new equipment available.

New Business

Because of the reduction in the state aid grant in materials and maintenance and operation, the regional budget will have to be amended at the next meeting. Part of the problem is that it is costing more to fix the Kidmobile than to keep it. Mr. Ginn moved to sell the Kidmobile, Mrs. Clark seconded and the vote was unanimous.

The Oconee County Library Board was unanimously authorized to bid the Furniture and Fixtures and Equipment for Watkinsville and Bogart upon a motion by Mr. Ginn and a second by Mrs. Clark. The projects are not to exceed the budgeted amount.

The Oconee County Library Board was unanimously authorized to determine the add or deduct alternates for the FF& E bid package upon a motion by Mrs. Clark and a second by Mr. Tritt.

Julie Walker presented the Internet Access Policy for board consideration. These policies are based on state recommended guidelines and have proved to work so far at Athens-Clarke County Library. Mr. Ginn wants Madison County on the Internet within 30 days of this board meeting. The policy was unanimously approved upon a motion by Mr. Pollock and a second from Mrs. Sorrow.

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Mrs. Walker discussed some long range computer issues. The dial-in process is still being worked out. By July 1 there should be complete installation if the Governor's proposal comes to pass. All branch library staff will need additional training.

Out of state travel was unanimously approved upon a motion by Mrs. Clark and a second by Mrs. Sweeny for Julie Walker to attend the ALA Mid-Winter meeting in Washington, D.C.; for Katherine Gregory to attend the Dynix training meeting; for Cathy Padgett to attend the Museum Store Association meeting in Indianapolis; and for Mrs. Ames, Ms. Wright, Mrs. Auwarter and Mrs. Firestone to attend PLA in Chicago.

There being no further business, the meeting was adjourned at 4:52 p.m. It was noted however, that Mrs. Sweeny had also had perfect attendance at 1996 board meetings.



Kathryn S. Ames, Secretary

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
April 8, 1997

The meeting was called to order at 4:00 p.m. by Mr. Berryman, Chairman. Present were Ms. Bowen, Ms. DeJoy, Mr. Dendy, Mr. Eberhard, Mr. Heyl, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Pollock, Mr. Ruffin, Mrs. Stroud and Mrs. Johnson who arrived near the end of the meeting. Mr. Cheatham was excused; Mr. Tritt and Mrs. Davis-Barnett were absent. Mrs. Ames, Mrs. Walker, Jackie Elsner, Janet Wright and Gail Firestone were staff members present. Mrs. Blake recorded the minutes.

The January 14, 1997 minutes were unanimously approved as mailed upon a motion by Mrs. Lockamy and a second from Mrs. Nourse.

There were no members of the public present. The agenda was unanimously adopted upon a motion by Mr. Ruffin and a second from Ms. Bowen.

Kathryn Ames introduced the staff members present to give reports: Gail Firestone on National Library Week and the Library Card is Worth Gold promotion; Jackie Elsner on Summer Reading Club activities and Janet Wright who demonstrated some of the new equipment purchased with the Assistive Technology Grant.

Committee Reports

Mr. Eberhard reporting for the PR Committee said only that the library is presenting looking for a new pr person.

Mrs. Lockamy reported that Mrs. Ames recently met with the Winterville City Council and got the fiscal calendar budget straight. The Winterville Library Board meets next week.

Mrs. Nourse reported that the book sale for the Friends of the Library was very successful and will net approximately \$8,000. Mrs. Nourse also reported that the Oconee Library Board had referred a book complaint to this board and asked for a review. The Book Action committee recommended removal from the library.

Director's Report

Mrs. Ames referred the board to her written report but said that while we don't know what the Athens-Clarke County government will recommend for this year's budget, the inability to compensate employees continues to be one of our biggest problems. Because Mrs. Davis-Barnett was absent and unable to make a Finance Committee report, Mrs. Ames asked for volunteers to plan the presentation to the Commission. Ms. Bowen, Mr. Eberhard, Mr. Heyl and Mr. Pollock agreed to help. Mrs. Ames reported that in the recent legislative session libraries were one of only two groups not hit by the governor's redirection of funds in the state budget. She also said libraries across the state will benefit from the Peachnet rollout.

Unfinished Business

Mr. Ruffin explained that the Personnel Policy proposed changes were primarily editorial in nature reflecting the change to the team concept of organization rather than by departments. He presented the changes be accepted as written, Mrs. Stroud seconded and the vote was unanimous.

Mr. Dendy then presented the Policy Manual changes which were also largely editorial and reflected the structural change to the team concept. After some discussion, Mr. Dendy made the motion to accept the manual as amended by the board, Mr. Pollock seconded and the motion was unanimous.

New Business

A Board Orientation will be held for new board members when it is most convenient. A date will be selected and all members notified as they are welcome to attend too.

Mrs. Ames presented information on the kiosks available from the Atlanta-Fulton County Library. We can't afford on our own but are pursuing any ideas such as corporate sponsorship which might enable us to purchase at least one.

Other Business

Susan Colegrove is doing some preliminary work on a library coffee shop. Mr. Eberhard moved that she pursue the topic for more information, perhaps on a contract basis, Mr. Dendy seconded, and the vote was unanimous.

Ms. Bowen mentioned a new partnership between UGA and Athens Regional Medical Center for providing books to children in the hospital and for reading corners to be set up in various places in the hospital itself.

The Financial Report was given by Mrs. Ames as information only. A check from Winterville has been received since this report was printed. We are having an audit done by Georgia Power as electricity is one area of concern, otherwise we are in pretty good shape. In July the Board will be asked to amend the budget.

There being no further business the meeting was adjourned at 5:10.



Kathryn S. Ames, Secretary

**Minutes
Athens Regional Library Board
April 17, 1997**

The April meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Pollock, Vice-Chairman, at 3:31. Attending from Athens-Clarke County were Mr. Ruffin and Mr. Tritt; from Franklin County were Mrs. Ling, Mrs. Sorrow and Mr. Veal; from Madison County were Mrs. Delk, Mr. Ginn and Mrs. Sweeny; from Oconee County was Mr. Wyllie; and from Oglethorpe County were Mrs. Cabaniss, Mrs. Clark and Mr. Downs. Excused was Mr. Berryman. Absent were Mrs. Purvis and Mrs. Stancil. Mrs. Ames, Mrs. Walker, Cathy Padgett and Gail Firestone from the library staff were also present. Mrs. Blake recorded the minutes.

The minutes of the January 16, 1997 meeting were unanimously approved as mailed upon a motion by Mrs. Clark and a second by Mr. Downs.

Mr. Tritt gave the Financial Report. Most items are ok, Franklin County even being ahead of schedule in revenues. The budget as a whole is slightly down because grant money had not been received by 3/31/97 when report was printed. Oconee County is the only county running behind at this time. On the expenditure side the bookmobile and van repair is over budget. The van still has less than 100,000 miles and if there are any other major expenses, it may be time to trade in rather than spend more money on repair. The Kidmobile will be sold when Oconee County Library reopens. We will have to amend the budget in July, but must wait until we have the revenue.

Mr. Pollock welcomed Jeanette Ling of Franklin County as a new board member.

There was no public comment. The agenda was unanimously adopted upon a motion by Mr. Ginn and a second by Mrs. Clark.

Mrs. Ames introduced Gail Firestone to make her staff report on the information received at PLA about Friends of the Library development. She reported that the information she returned with had energized the Friends group with new ideas and she was willing to work with FOL boards in each county to share ideas. Cathy Padgett then reported on the fund raising ideas she received. Some of that information is attached.

Regional Reports

Oglethorpe County: Mr. Downs reported that there are some budgetary concerns on expected funding levels from the BOE and Commission as they operate on a different fiscal year. The parking lot is being enlarged and there is a beautiful new sign of home grown granite. Mrs. Clark reported about the stamp exhibit at the Capitol and that the library is now helping to distribute publicity and application forms for an essay contest.

Madison County: Mr. Ginn reported that the Madison County Board had completed the long range planning process at their last board meeting. He also said there had been lengthy discussions about the budget and presentations to their funding agencies will be made soon.

Franklin County: Mrs. Ling reported that there is an active Friends group in Lavonia putting up money for the Summer Reading Club. The garden club and Friends group are working together for landscaping purposes. She had met with the BOE asking for more funds as they really need funds to increase branch manager salaries. The board in Franklin will work on developing a mission statement.

Oconee County: Mr. Wyllie reported on the two construction projects in Oconee. Watkinsville is substantially behind schedule and he hopes to hear soon when the completion date will be. Bogart's May 1 date may be mid-May instead. The Oconee team will be moving everyone in to the Bogart Library making it the show place and will run the Summer Reading Club from there. Mr. Wyllie also said the Personnel Committee has been interviewing candidates for a Oconee librarian.

Athens-Clarke County: The only news reported is that Mrs. Walker is still here - the baby hadn't arrived yet!

Judy Atwood arrived and gave her report on Technology and Public Policy Planning from PLA. She said that only 24% of the libraries in the country have access to Internet.

Director's Report

Mrs. Ames invited board members to read her report but did brag on Franklin County. The County Commission there wrote a check, the BOE said to invoice them for \$12,000 - up from \$10,000, and Lavonia increased its contribution as well. These are much more positive notes than last meeting. The Athens-Clarke County Endowment Fund, Inc. has applied for \$150,000 grant which they would have to match by raising \$300,000. The Library system is also applying for a series of grants for Madison County and Athens-Clarke County. Two Grassroots Arts grants have been funded for Madison and Athens-Clarke Counties. The Winterville branch has received a \$10,000 DFACS grant to set up an after school program/computer center through the summer. Internet is up and going in Madison County and installation is almost complete in Oglethorpe County.

Mrs. Ames also reported that the PeachNet rollout in all counties will replace the telephone lines we are paying for now. She suggested that board members thank any legislators they see because they saved us from the Governor's redirection of funds during budget negotiations.

Unfinished Business

Julie Walker explained that it may be next January before PeachNet rollout is in all branches.

Mrs. Ames referred board members to a summary of her response about the audit which board members received in the mail.

New Business

Mr. Ruffin presented the changes in both the Personnel Policy and the Policy Manual which reflect the organizational changes recently made in the library's management. After some discussion Mr. Ginn asked that the Athens Regional Library Board adopt the changes relating to full time staff attending library school found on page 13 of the Personnel Policy. Mrs. Clark seconded. After further discussion the motion carried by a vote of 10 ayes to 2 nays. Mr. Ginn then voted to table action on the remainder of the changes until the next meeting. Mr. Ruffin seconded the motion and it was passed unanimously. Mr. Ruffin then moved that Mr. Ginn bring cupcakes to the next meeting.

Julie Walker presented adding CD ROM and computer disks in replacement costs of lost items in the Fines and Fees charged. Also included is a \$5.00 processing fee for each cataloged lost item. After some discussion and a change in wording Mrs. Clark moved to adopt the new language, Mr. Downs seconded and the motion was unanimously approved.

Mrs. Ames asked that the Board authorize out of state travel for Cathy Padgett to go to Indianapolis and Janet Wright to go to Oklahoma City, the funds already included in their respective budgets. Mrs. Clarke moved to authorize the travel, Mrs. Cabaniss seconded and the motion was unanimous.

There being no further business, the meeting was adjourned at 4:55 p.m.

Kathryn S. Ames
Kathryn S. Ames, Secretary

MINUTES
POLICY COMMITTEE
June 5, 1997

The Policy Committee of the Athens-Clarke County Library Board met regarding homeless juvenile patrons on this date with Jean Bowen and Phil Pollock of the library board policy committee and Marshall Akers, Jackie Elsner, Sarah Hardy and Gail Firestone from library staff present.

A patron, Mr. Doug Dixon, asked the board to amend our policy regarding the issuance of library cards to two children currently living at the homeless shelter in Athens. Proof of address and parent signature is currently required for obtaining a card for children under the age of 14. Neither child was able to provide either required item.

Staff reported on Project Horizon (a weekly storytelling service to the Homeless Shelter administered by the Library), Summer Reading Club activities available to all patrons with or without a library card, the Mentor program which allows a non-parent adult to facilitate borrowing privileges for children whose parents won't support library use, and the background of our current policies regarding children.

Committee members recommended no change in library policy following discussion, feeling that ample provisions are in place to serve all children.

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
July 15, 1997

The meeting was called to order at 4:02 p.m. by Mr. Berryman, Chairman. Present were, Mr. Cheatham, Mrs. Davis-Barnett, Ms. DeJoy, Mr. Dendy, Mr. Eberhard, Mr. Heyl, Mrs. Johnson, Mrs. Lockamy, Mrs. Nourse, Mr. Pollock, Mr. Ruffin, and Mrs. Stroud. Ms. Bowen and Mrs. Middleton were excused; Mr. Tritt was absent. Mrs. Ames, Mrs. Walker, Cathy Padgett and Stacey Overstreet were staff members present. Mrs. Blake recorded the minutes.

The April 8, 1997 minutes were unanimously approved as mailed upon a motion by Mrs. Lockamy and a second from Mr. Pollock.

The financial report was held to see if Mr. Tritt arrived.

There were no members of the public present. The agenda was unanimously adopted upon a motion by Mr. Eberhard and a second from Mr. Dendy.

Cathy Padgett gave a report on the Library Store. She also brought some best-selling items from the store which made almost \$6,000 more in sales than the previous year.

Stacey Overstreet introduced herself as the new PR Specialist and gave an overview of what she has been doing. The library's web page is about to go onto the server. She invited all board members to check us out.

Committee Reports

1. PR. Mr. Eberhard reporting for the PR Committee that Stacey had just stolen his thunder. He also reported an information table and kiosk is going to be provided so that everyone coming into the library can see it.

2. Winterville Library. Mrs. Lockamy reported that a new branch manager, Frances Lester, has been hired. There has been one resignation from the local board and they are looking for a replacement. The Winterville Library will get \$10,000 from the DFACS discretionary fund for computer literacy program for at-risk children. They are trying to add 10 1/2 hours for an assistant to help run this program. The local board hopes the City Council will contribute funds to buy a computer with CD-ROM capabilities. Mrs. Ames and Mrs. Carter are trying to find tables and chairs and software. The Board hopes to interest the private sector in purchasing a TV and VCR if the City Council can't fund that portion. Laura Carter is the new library consultant and liaison and will present a report to the City Council every quarter. Winterville Library is now open 5 days a week from 2:30-7.

3. Friends of the Library. Mrs. Nourse reported that the Friends of the Library had agreed to fund the items on the Library's wish list which totaled about \$10,000. Family Fun Day is on August 23

and will feature both indoor and outdoor activities for children. The Friends are planning another Cafe au Libres for November 8. Their dues will increase from \$5 to \$10 for individuals and \$10 to \$20 for families beginning September 1.

4. Policy. Mrs. Ames and Mr. Pollock reported that Jean Bowen had met with the committee and members from the library staff about library cards for homeless children. After discussion it was their recommendation that the present policy served those individuals and did not need to change. We do have in place a procedure for library cards for homeless adults. Upon a motion from Mr. Pollock with a second from Mr. Ruffin, the board unanimously accepted the report of the policy committee that no change in policy is needed.

5. Endowment. The Committee is making a coordinated effort to get on-going regular forms of giving established. Currently they are just introducing the Endowment to groups to people (bankers, attorneys) to try to get them to put us in their regular budgets. Claire Benson-Colquitt has been consulting with us on a free lance basis. Her expertise can be very beneficial especially if we get the Challenge grant. The Endowment has recently had a very generous donation of 100 shares of Coca-Cola stock from Mrs. LaGrange DuPree. The Committee is looking for some permanent recognition for people/institutions who have made substantial gifts to the Endowment. Mrs. Johnson suggested the Committee look at the UGA Library wall as one idea.

Director's Report

Mrs. Ames recognized Mr. Heyl, with 144 1/2 hours, as the #1 volunteer in the Talking Book Center this year. Mr. Pollock, with 106 hours was #3. Their dedication is truly appreciated. The library is again hosting the 19 at-risk middle school students with the JTPA program for a 6 week program of basic skills enhancement this summer. It was suggested that an effort be made to match these students with a mentor to create an on-going relationship. Mrs. Ames referred to members to her written report and stressed that we have been and will be spending a lot of time with technology issues.

Unfinished Business

1. Budget. The Library did receive about \$60,000 increase from Athens-Clarke County. Most of this is salaries. The priority is to get the para-professional salaries up. Not shown on the budget is acquisition of materials from both the state and SPLOST. Mr. Eberhard moved to approved the budget as presented, Mrs. DeJoy seconded. Mr. Berryman mentioned that he had met with Mr. Crace

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and Mrs. O'Looney and learned that Athens-Clarke County will be moving toward a comprehensive study of services and the library was invited to be a part of this. They see us coordinating with other agencies in the government. The library will do a survey on hours to help resolve some of the problems they may raise. This could impact our budget over the next several years. The budget was then unanimously approved.

New Business

Mrs. Ames presented information about a day long workshop presented by Dan Cain in Danielsville on August 27 for library board members. She will ask the regional board to cover the \$10 fee. Call Pam Blake to reserve a place.

The Library has received a grant from the state for computer enhancement. We have until September 30 to expend the funds.

The Library has been approached by the county's computer information services to link up with the Internet. The Board of Regents have tentatively approved this and we are now looking into a contract with Athens-Clarke County for this with at least some technical assistance provided in return.

Mr. Berryman appointed Mr. Eberhard, Mrs. DeJoy, Mrs. Stroud and Mr. Dendy to the nominating committee. He asked that they come with a slate for the October meeting when he would like to have elections.

There being no further business the meeting was adjourned at 5:27 upon a motion by Mr. Cheatham and a second by Mrs. Lockamy.


Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
July 17, 1997

The July meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:41 although no quorum was present. Attending from Athens-Clarke County were Mr. Pollock and Mr. Ruffin ; from Franklin County were Mrs. Ling and Mr. Veal; from Madison County was Mrs. Delk; from Oconee County were Mr. Wyllie and Mrs. Stancil. Oglethorpe County was not represented. Excused were Mrs. Clark, Mr. Ginn, and Mrs. Sorrow. Absent were Mr. Tritt, Mrs. Purvis, Mrs. Sweeny, Mrs. Cabaniss, and Mr. Downs. Mrs. Ames, Mrs. Walker, Laura Carter and Marshall Akers from the library staff were also present. Mrs. Blake recorded the minutes.

As there was no quorum yet, the meeting started with informational reports.

Mrs. Ames explained the Financial Report. The good news is that the revenue page shows 100% received except for Oconee(because the library was not open to collect fines). Oglethorpe Commission has been billed.

One category needs to be amended -Bookmobile repair and operating expenses. There is money in regional travel and postage that would more than cover the shortfall. The Kidmobile will be formally advertised for sale very shortly.

Staff Reports

Laura Carter explained the Heritage collection use and function and brought examples of some gifts.

Marshall Akers discussed the concept of staff development day and how it will work this year. Staff development day is September 18 and all branch libraries will be closed so that staff can attend.

Regional Reports

Madison County: Mrs. Delk reported that everything is running smoothly.

Franklin County: Mrs. Ling reported that although there was no quorum at their meeting either, they were pleased with the BOE and BOC because they had both come through with money to support the library. They will be working on a long range plan and strategy for the future. In Lavonia, the FOL were working on the landscaping around the building. Mr. Veal raised the question of whether it would be possible to obtain the Grand Jury to inspect the library on a regular basis and report to the commission. Mr. Berryman advised him to contact the district attorney in Franklin County.

Oconee County: Mr. Wyllie reported that the Bogart Library will be dedicated on Sunday and invited all board members. He said that within a week or so they hope to have all wiring for computer and telephone complete. He also reported that they ran out of money before they got to the grounds.

In Watkinsville the construction continues - curb and gutter was poured and the inside is also making progress. No bets on opening day though. Bogart has a great summer program going. Mr. Wyllie suggested we need to think of the libraries there as Oconee Libraries and to share materials, books, videos, etc.

Athens-Clarke County: Mr. Berryman reported that discussion of finances had taken up a large portion of that board's meeting. The library did received a significant increase from the county. The board got a good presentation about the Library Store. The Endowment is really underway. A consultant has been hired to help in fundraising. The goal is \$70,000 and we're over half-way there!

Oglethorpe County: no report.

Director's Report

Mrs. Ames invited board members to read her report. She specifically discussed technology and the Gates Foundation news. Also mentioned was the help Neil Walker has been in helping us with advice and information on linking the branches into our network. Janet Wright, TBC Librarian will retire in December. She is now working part-time while we interview for her replacement so we are anticipating a smooth transition.

Unfinished Business

Children on Internet. Julie Walker explained the library's dilemma in how to balance censorship versus. what is appropriate for children to have access to. There are three approaches she has investigated:

1. Commercial filtering software products - these have primarily been designed for home use.
2. Selected terminals to have pre-selected education sites and only allow limited access on those terminals. This is a proactive approach.

This board will be asked to make a decision on how to handle our policy later. It has been the board's practice never to act in loco parentis and probably a change from this policy won't be recommended.

New Business

It was decided that because there was no quorum, members present would vote and Pam Blake would poll absent members and the vote would be ratified at the October meeting. Other new business was deferred.

1. Regional System Budget. Mr. Pollock moved to accept budget as published, Mrs. Stancil seconded; the vote was passed unanimously.
2. Mr. Ruffin moved to authorize \$10 payment for trustees to attend Dan Cain workshop; Mr. Veal seconded. The vote passed unanimously.
3. Amend 1997 Regional Budget. Mrs. Ling moved to amend the 1997 budget by moving excess monies in travel and postage into bookmobile repair; Mr. Ruffin seconded. The motion passed unanimously.

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4. Mr. Berryman appointed Mr. Pollock, Mr Ginn and Mrs. Stancil to the nominating committee to bring back a slate for the October meeting.

There being no further business, the meeting was adjourned at 4:40 p.m.

Kathryn S Ames
Kathryn S. Ames, Secretary

**Minutes
Personnel Committee
Athens-Clarke County Library Board
July 21, 1997**

Mr. Ruffin called the meeting to order at 4:30. Ms. DeJoy and Mrs. Johnson were present as members of the committee. Pam Blake recorded the minutes.

The committee first reviewed the personnel manual. Their primary concern is to present an open and honest inquiry. The need to provide procedures was then discussed. The following procedures were decided:

1. Provide the amount of time for each party to speak with time for questions and answers included - no longer than 30 minutes. Mr. Ruffin will send written notice of the procedures to be followed to all parties who will speak.

2. Meet after the parties leave the room and come to a consensus.

3. Provide a written report. It was decided the report should be addressed to Bill Berryman as Chairman and distributed to all interested parties in a timely manner. The committee will make a committee report at the next board meeting.

Mrs. Johnson requested that each party present their position and then leave to eliminate intimidation and adversarial atmosphere.

Pam Blake was asked to take the minutes of the proceedings.

Of the 6 issues raised in Mr. Strawn's letter asking for a hearing, the Committee decided that number 5 and 6 were management issues and should not be part of the hearing. Mr. Ruffin will notify Mr. Strawn of this in his letter of notification.

Procedures to read, review and edit the letter Mr. Ruffin will write were discussed. Mrs. Blake will distribute the finished letters. Mr. Strawn's letter will be sent by certified mail.

The meeting was adjourned at 5:40 p.m.

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
October 14, 1997

The meeting was called to order at 4:02 p.m. by Mr. Berryman, Chairman. Present were Mrs. Bowen, Mr. Cheatham, Ms. DeJoy, Mr. Dendy, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Pollock, Mr. Ruffin, and Mr. Tritt. Mrs. Johnson arrived at 5:00. Mrs. Davis-Barnett and Mr. Heyl were excused; Mr Eberhard and Mrs. Stroud were absent. Mrs. Ames, Mrs. Walker, Stacey Overstreet, Gail Firestone and Claire Benson Colquett were also present. Mrs. Blake recorded the minutes.

The July 15, 1997 minutes were unanimously approved as corrected upon a motion by Mr. Tritt and a second from Mr. Pollock.

The financial report was given by Mr. Tritt who explained that 32% of revenues have been received and expenses are at 23%. This is right where we should be for the quarter. The report also contains a list of Endowment gifts. Mr. Berryman pointed out there were a number of memorials made on behalf of Mrs. Daughtry who was an original founding member of the library.

There were no members of the public present. The agenda was unanimously adopted upon a motion by Mrs. Bowen and a second from Mr. Dendy.

Committee Reports

1. Endowment- Claire Benson Colquett reported that fund raising for the Endowment is being approached on several different levels. A direct mail campaign is being pursued and planning for a couple of special events for next year is underway. High Tea in the Stacks is being planned for next Christmas along with a silent auction of rare books and original art. Also, a benefit, "Together As Friends," featuring Terry Kay and Pat Conroy is in the works. The Endowment also hopes to raise a little bit of money with Fortune Cookie bookmarks. Claire also shared the idea for permanent recognition for large donations to the Endowment.
2. Book Action Committee - Mrs. Nourse reported the committee had reviewed one photography book and had voted to keep it in the collection.
3. Personnel Committee - Mr. Ruffin reported on a July 30 grievance hearing with Timothy Strawn. After review, the committee found that his termination was justifiable and with due process.
4. Building and Grounds - Mr. Pollock reported about the modifications to the air conditioning/heating system which the county has worked hard to balance. He suggested sending a letter of appreciation to the county for their work on this. He also reported on continuing efforts to balance cooling and humidity in the Heritage area. It may involve keeping the Heritage Room doors closed and cutting windows into the doors. It was suggested that a dehumidifier might work for the vault.

5. Winterville Library. Mrs. Lockamy reported that with the new hours, daily from 2:30-7, the children's population is building up. Nichole Wentworth the assistant is working really hard and has found an intern to work with her for free. Winterville is working on getting a Friends group together again. There are two vacancies on the local board and one is Mrs. Lockamy. This is her last Athens-Clarke Library Board meeting.

6. Friends of the Library. Gail Firestone came to the board with a request from the Friends. There is a storage problem with donated books for the annual book sale. In June, Friends sent a request to the county asking if there were any unused building sites which the Friends could use to construct a storage building to use for book sale books. Because the county denied the request, the Friends are asking the library board for permission to locate a second storage building, purchased and installed by the Friends, somewhere on library property. The matter was referred to the Building and Grounds Committee. Mrs. Firestone also read the slate of new Friends officers elected at the October meeting and encouraged board members to attend Cafe Au Libris on November 8.

7. PR. Stacey Overstreet reviewed PR matters in Dr. Eberhard's absence. She is still looking for some sort of information table/kiosk to put in lobby area for all library brochures, program information, etc. There was also a suggestion made that the outdoor library sign's metallic letters needed repainting to be more visible.

Director's Report

Mrs. Ames reported that Bob McMillen of Nakanishi Manufacturing Corporation had asked her to send a note asking for money for this coming year for the Endowment. Nakanishi has always been very generous in including the library in its budget. Staff Development day was a big success and focused on team building. The Learning Center had another successful 6 week JTPA summer program for 20 students. The annual budget process will begin soon. Mrs. Ames also mentioned legislative priorities as DTAE is recommending that the mandatory overall state grant budget reduction of 5% come entirely out of the materials budget dropping that grant from 56 cents per capita down to 39 cents per capita. Adding books to our collection needs to remain a high priority.

Unfinished Business

1. Long Range Plan. Budget restraints have had an impact in our move forward. For cost effectiveness, we are looking a several avenues: a) outsource our technical services, b) develop a really good technology plan to accompany our budget request to Clarke County, c) need for consulting on technology, d) SPLOST is running out-it is time to think about the next one, e) develop a computer center as a virtual library.

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2. Nominating Committee Report. Mr. Dendy reported for the Committee which included himself, Mrs. DeJoy, Dr. Eberhard, and Mrs. Stroud. The slate presented is Mr. Berryman, Chairman; Mr. Pollock, Vice-Chairman, Mrs. Davis-Barnett, Treasurer, and Gene Ruffin, Member at Large to the Regional Board. Mr. Cheatham moved that the slate be accepted as long as Mr. Berryman and Mr. Pollock are reappointed by the Commission, Mrs. Nourse seconded. The slate was unanimously accepted.

New Business

1. Stacey Overstreet presented the Survey results. Friends of the Library volunteers surveyed library patrons for one week last month about a number of issues. UGA interns are working on a mini campaign and they will possibly do a survey too.
2. Technology Survey. Julie Walker explained about the DTAE Year 2000 compliance survey which was completed in 48 hours so our library could be included in state funding to upgrade and fix this problem. She also mentioned the FCC Universal Service Fund which enacted new discounted telecommunication rates for schools and libraries. Clarke County is eligible for an 80% discount to begin in January of 1998 however the application is still not available.
3. Planning Process. Mr. Berryman reported that the library had been invited to participate in developing Athens-Clarke County's Comprehensive Plan. He asked Mrs. Bowen and Mr. Pollock to serve as library representatives in this process. Mr. Dendy asked to be nominated as well.

Other Business

Julie Walker presented a change in the Audiovisual policy to reflect the new equipment and technology offered in our meeting rooms. Mr. Dendy moved to adopt the policy as presented and Mr. Pollock seconded. After discussion the policy change was unanimously approved.

Mr. Berryman honored Mrs. Lockamy as the outgoing representative to the board from Winterville with a certificate and book.

There being no further business the meeting was adjourned at 5:32 upon a motion by Mr. Pollock and a second by Mr. Ruffin.


Kathryn S. Ames, Secretary

**Minutes
Athens Regional Library Board
October 16, 1997**

The October meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:30. Attending from Athens-Clarke County were Mr. Pollock, Mr. Ruffin and Mr. Tritt; from Franklin County was Mrs. Ling; from Madison County were Mrs. Sweeny, Mrs. Murray for Mrs. Delk and Mr. Ginn; from Oconee County were Mr. Wyllie, Mrs. Stancil and Mrs. Purvis; and from Oglethorpe County were Mrs. Cabaniss, Mrs. Clark and Mr. Downs. Absent were Mrs. Sorrow and Mr. Veal. Mrs. Ames and Mrs. Walker from the library staff were also present. Mrs. Blake recorded the minutes.

Because several members indicated they needed to leave the meeting early, the financial, regional and director's reports were moved to the end of the meeting.

Unfinished Business

1. Policy Manual and Personnel Manual. Mrs. Clark moved to bring this issue back to the table, Mrs. Sweeney seconded. Mr. Ruffin presented the changes and asked for questions and discussion. The changes were unanimously approved upon a motion from Mrs. Clark, which Mr. Downs seconded.
2. The Board was asked to reaffirm the vote on the FY97 Budget, the FY98 Budget and the registration for the Dan Cain workshop. Mrs. Clark moved to put the 3 items on the table for approval, Mr. Pollock seconded. The vote was unanimous.
3. Annual Leave question. Mrs. Clark moved and Mr. Downs seconded a motion to ratify prior action taken by Mrs. Ames. The vote was unanimous. The larger issue was referred to the Personnel Committee and staff for review with the idea of giving more flexibility to the director.
4. Nominating Committee. Mr. Pollock presented the slate of officers on behalf of the committee which comprised himself, Mr. Ginn, and Mrs. Stancil. The slate is Mr. Berryman, Chairman, Mr. Pollock, Vice-Chairman, Marion Davis-Barnett, Treasurer, and Mr. Downs, At Large Member. Mrs. Clark expressed concern that the officers were not spread out amongst other counties. The slate was unanimously accepted. Mr. Ginn moved that the slate be accepted by acclamation, Mr. Tritt seconded.

New Business

1. 1998 Calendar. There is a scheduling question regarding both July 4 and one of the Christmas holidays because they fall on a Saturday. Mr. Ginn moved that July 4 and December 26 be floating holidays, Mrs. Clark seconded. The vote was unanimous. Mr. Ruffin moved to accept the calendar as presented with the exception of December 26, Mr. Pollock seconded. Mrs. Clark commented she would rather libraries stay open on Martin Luther King's birthday and pick another day to close such as President's Day. After discussion, the motion was unanimously approved, with Mrs. Clark abstaining.

2. Food for Fines. In lieu of a fine free week, the library is asking to set aside a week in November to collect food and get library materials back. Mr. Wyllie asked that we keep a record of how many books we get back. The motion was passed unanimously upon a motion by Mrs. Clark and a second from Mr. Wyllie.

3. Policy clarification. Mrs. Walker presented a wording change in the Circulation Policy just to make sure our intent is clear. Mrs. Clark moved to clarify it further to read 6 audiocassette titles, Mr. Ruffin seconded. The motion was unanimously approved.

Mr. Tritt explained the Financial Report. Overall the expenditures and income are right at 25%. Everyone has been billed. Processing supplies and grants show 100% expenditures. In the construction accounts there is still some money in the bank. Mr. Wyllie asked that invoices to the funding agencies go out prior to the end of the quarter so the report at the board meetings is more accurate.

There was no public comment.

Regional Reports

Oconee County: Mrs. Purvis told the board they were all trying the look on the positive side about building competition. Mrs. Stancil is working with the Friends to plan the dedication which is scheduled for November 16. Mrs. Ames reported that 2/3 of the floor has bubbles in it and it was decided the replace the entire floor. There is a deadline to replace it but we cannot accept the building until this has been resolved to our satisfaction. Mr. Ginn recommended that the owner write the bonding company informing them of the situation.

Franklin County: Mrs. Ling reported that their board had not yet had its quarterly meeting. They will meet October 27 and hope to have a quorum. The Friends of the Lavonia Library made about \$400 for the library at a booth at a local festival.

Madison County: Mr. Ginn reported on the orientation of their new members. The branch manager has had to cut back her hours to 20 per week because of the health of her child. The Friends of the Library raised \$1602 at their book sale and will be part of the local fall festival. Madison County Library hosted the well-received Dan Cain workshop.

Oglethorpe County: Mrs. Clark reported that Barbara Cabiness was returning to graduate school so she would be leaving this board. Carolyn Faz will begin serving on the regional board in January. Mr. Downs hopes to get published before Christmas a map he has done of Oglethorpe County to raise funds. The wall mural is almost completed in the children's area and plantings are ready to go in around the sign. Decisions about computer hookups and where to put PeachNet are still ongoing. The library hopes to be more involved in the community via the computers.

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Athens-Clarke County: Mr. Berryman reported on the wonderful volunteer appreciation ice cream social and the books presented in honor of volunteers to the library. He also noted from the Chairman's perspective that this was the most well attended meeting of the year and encouraged everyone to keep up the good work and attend meetings.

Mr. Pollock reported about the Dan Cain workshop which was an excellent day on board development. He stressed how important regional boards are and will type up and send a summary to everyone of important information.

Director's Report

Mrs. Ames invited board members to read her report. She asked everyone to note the summary of the annual report statistics and information. Every county receives the same benefits for belonging to the region. Mrs. Ames discussed the technology coming into the library but stressed there is still a great need for books. The State of Georgia is implementing responsibility based budgeting. We will have to show a 3% increase in services. All state grants will be tied to these increases. DTAE has recommended the state mandated 5% cut come from materials. Our libraries will have to get increases in local budget funding and find grants to make up the difference. Mrs. Ames also noted that we need to budget for people to keep the computers up and running and to replace equipment on a regular basis.

Mrs. Walker reported on the technology survey and telecommunications discounts. We should be able to apply by November 15.

There being no further business, the meeting was adjourned at 4:57 p.m.



Kathryn S. Ames, Secretary

**Minutes
Finance Committee
Athens-Clarke County Library Board
December 11, 1997**

Mrs. Davis-Barnett called the meeting to order at 2:30. Mr. Heyl was present as a member of the committee. Mr. Eberhard had been excused and Mr. Tritt was absent. Mrs. Ames, Mrs. Poole and Mrs. Blake were also present.

The committee first received information from Mrs. Poole and Mrs. Blake who explained information they had received at the secondary agency budget orientation session on November 21. The Athens-Clarke County FY99 Budget Goals and Targets were reviewed.

There was then discussion of what the library's budget goals for FY99 were. Mrs. Ames indicated that she would like to ask for one more 5% increase of employees salaries and money to fund two consultants, one to study moving the library into the county as a direct department, and one to do a feasibility study of the facility, branches needed, etc. Other than that, she felt operating expenses could be adjusted to remain at close to present levels. The Committee decided to ask the Commission for a reasonable increase for staff and asked Mrs. Poole to run the numbers at various levels to see how it would change the total budget request.

The budget calendar and meeting process were then reviewed.

Mrs. Ames raised another area of concern regarding the Year 2000 problem and how it will impact our Dynix and other computer systems. She said that Mr. Crace had indicated that this issue was being treated separately and will be submitted as a separate issue. It was decided that because the Library will not know what, if any, levels of funding might be available from the state until after the next legislative session, the full cost of upgrading Library equipment should be sought.

The meeting was adjourned at 4:00 p.m.